

Clark County Development Services

Permit Application Process Overview

September 2007

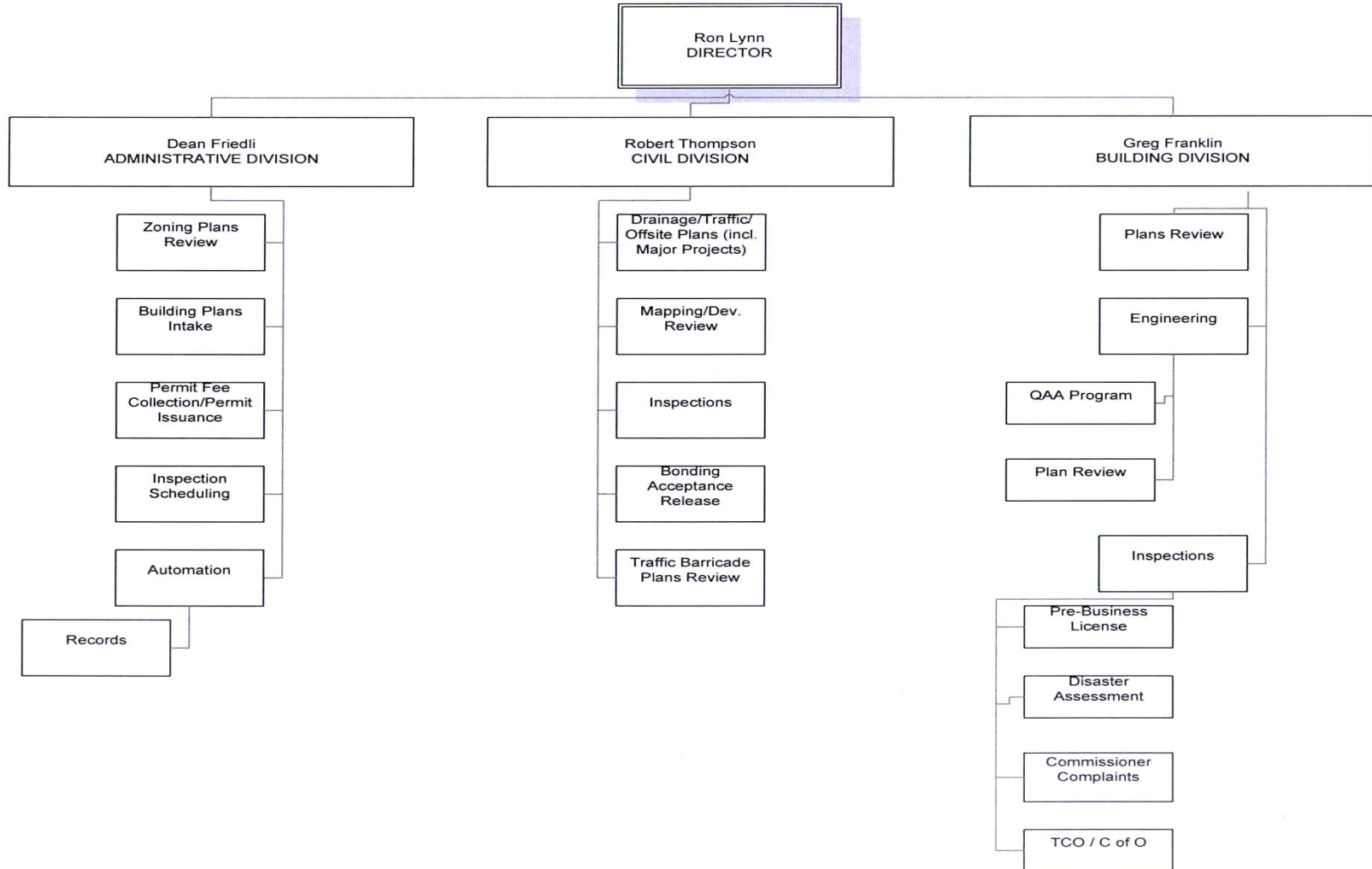
Dean Friedli & Cathy Littlefield

Agenda:

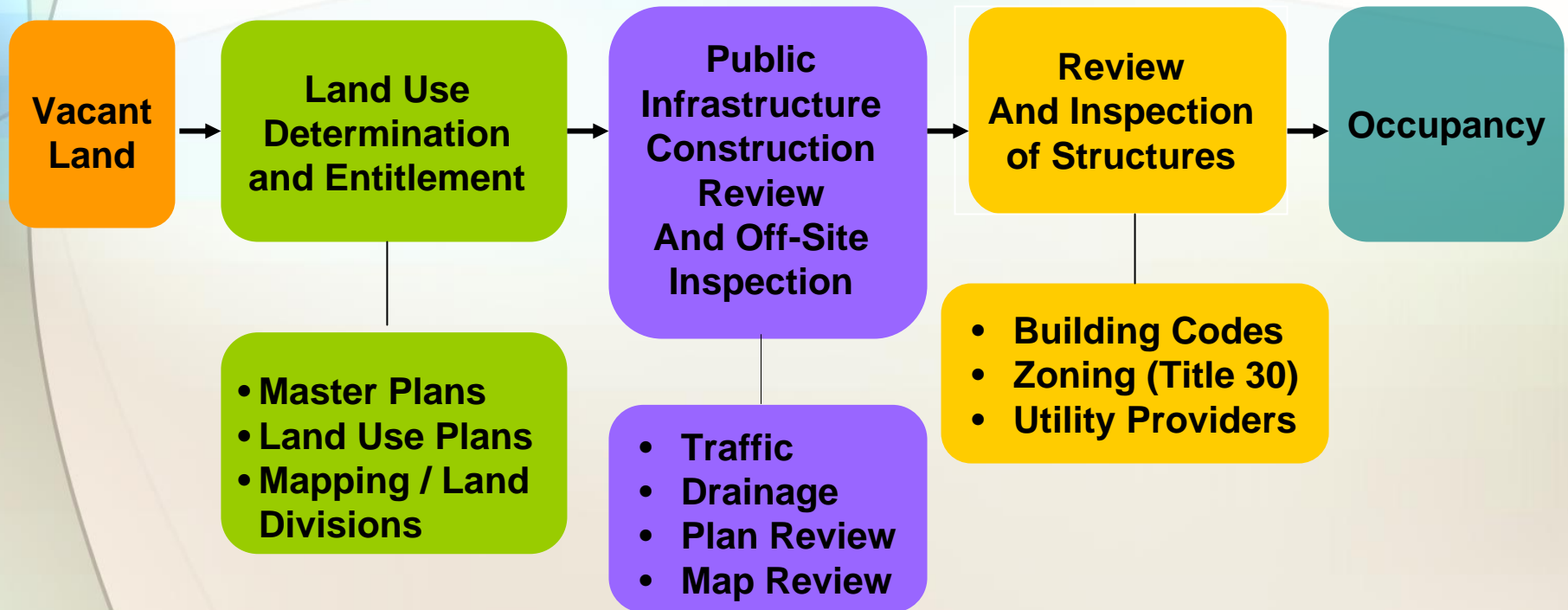
- Review process
- Development Services Department
- Contact Information
- Tips, Do's & Don'ts
- Website - Tour
- Questions

Development Services

Functional Organizational Chart



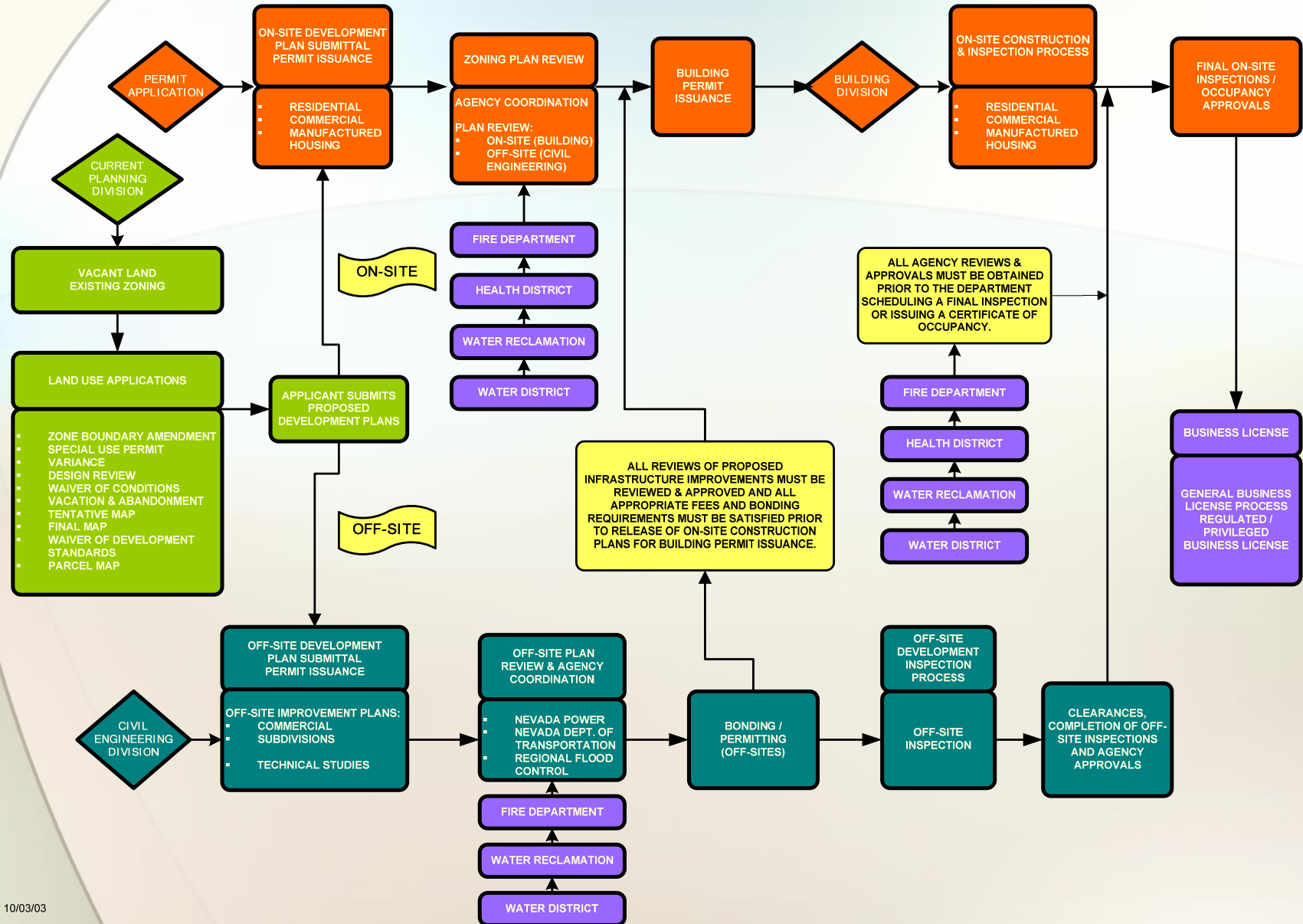
Development Services Process/Functions





DEPARTMENT OF DEVELOPMENT SERVICES

LAND DEVELOPMENT REVIEW PROCESS OVERVIEW



Major Projects:

- Land Use Applications
- Technical Studies
- Off-Site Improvement Plans
- Mapping / Right-of-Way
- Zoning & Civil Review of Bldg. Plans

Major Projects Team:

Land Use Applications

Maria Kaseko,
Principal Planner
Rob Kaminski,
Principal Planner

Technical Studies

Gabriel Herrera,
Senior Engineer
Michael Houghtaling,
Senior Engineer

Administrative

Joel McCulloch,
Assistant Planning Manager

Mapping & Right-of-Way

Maria Kaseko,
Principal Planner
Rob Kaminski,
Principal Planner
Chuck O'Neill,
Senior Planner

Off-Site Improvement Plans

George Wallace,
Associate Engineer

Zoning & Civil Reviews (Building Permits)

Lucy Gonzalez,
Bldg. Plans Exam
Specialist

Major Projects Contacts:

- Joel McCulloch, Assistant Planning Manager - 455-2208
(JMCCULLO@co.clark.nv)
- Gabriel Herrera, Principal Engineer - 455-2453
(GAH@co.clark.nv)
- Michael Houghtaling, Senior Engineer - 455-5144
(mhoughta@co.clark.nv.us)
- George Wallace, Associate Engineer -455-6299
(GLWALLACE@co.clark.nv.us)
- Robert Kaminski, Principal Planner - 455-5017
(ROK@co.clark.nv.us)
- Maria Kaseko, Principal Planner - 455-6386
(mkaseko@co.clark.nv.us)
- Chuck O'Neill, Senior Planner - 455-2382 (CRO@co.clark.nv.us)
- Lucia Gonzalez, Bldg. Plans Exam Specialist - 455-2284
(LUCYG@co.clark.nv.us)

Administrative Division:

Manager

Cathy Littlefield,
Manager of Building Permits

Plan Submittal

Kim Shepherd,
Supervisor

**“On-Site”
Application
Review and
Permitting**

Plan Submittal

- Accepts all plans for new construction and those projects that have had land use applications
- Calculates/accepts plan check fees
- Routes plans to Zoning & Building Plans Examination for simultaneous reviews

Onsite Application Tips:

Plan Submittal

Do

- Call ahead for verification of Plan Check Fees Due, as payment is required on submittal
- Come prepared with all submittal requirements
- Know your Assessor's Parcel Number
- Submit a completed Building Permit Application with your Plans
- Visit our web-site to fill out your building permit application online
- Use our Internet Plan Tracking system to check status of your plans

Onsite Application Tips: (cont)

Plan Submittal

Don't

- Expect us to take an incomplete package

Administrative Division:

Assistant Manager

Shelly Songer,
Assistant Manager of Plans
Examination

**Zoning Plans
Examination**

Specialist / Lead

Dave Brown,
Plans Examination
Specialist

Specialist / Lead

Paul Parcells,
Plans Examination
Specialist

Addressing

Danna Burris,
Plans Technician
Joanne Jolls,
Plans Technician

Zoning Plans Examination

- Reviews your plans to verify compliance with Title 30, applicable Nevada Revised Statutes, as well as any conditions of land use approval.

Zoning Plans Examination Tips:

Do

- Incorporate all Land Use Conditions of Approval in Site Design
- Make sure that your Architectural and Grading and Landscape Plans match
- Make sure that all property line, drive isle, parking space, and landscaping depths and building setbacks are dimensioned
- Show all easements of records on plans
- Provide all applicable civil detail sheets with grading and/or on-site building plan submittal

Zoning Plans Examination Tips: (cont.)

Do (cont.):

- Verify that landscaping plan is in compliance with all Title 30 details and plant types
- Be sure and submit corrections to the plans examiner that is requesting the corrections. If the corrections required by Zoning Plans Exam affects your Building Plans Exam, make sure to submit the same corrections to them

Zoning Plans Examination Tips: (cont.)

Don't

- Redesign site after land use approval without contacting Current Planning for possible additional land use approval
- Record a condominium map prior to permit issue if not required by code
- Wait for a Vacation and Abandonment to record with a one lot Commercial Map if you want building permits prior to the map recording

Zoning Plans Examination Tips: (cont.)

Don't (cont.):

- Revise grading plans with Civil Engineering without also revising approval grading plans through Building and Zoning as well
- Submit corrected grading plans without also revising the approval grading plans with Civil Engineering

Zoning Plans Examination Contacts:

- Shelly Songer, Assistant Manager of Plans Examination - 455-8955 (SCS@co.clark.nv.us)
- Dave Brown, Plans Examination Specialist, 455-8970 (DAB@co.clark.nv.us)
- Paul Parcels, Plans Examination Specialist - 455-9871 (PCP@co.clark.nv.us)
- Danna Burris, Plans Technician - 455-8987 (DANNA@co.clark.nv.us)
- Joanne Jolls, Plans Technician - 455-8968 (JOLLSJ@co.clark.nv.us)

Civil Engineering Division:

**Off-Site Plan
Review**

Dave Betley,
Principal Engineer

**Drainage
Review**

W. Layne Weber,
Principal Engineer

**“Off-Site”
Engineering
Services**

**Traffic
Technical Review**

Denise Lemoine,
Principal Engineer

Civil Engineering Division:

Robert Thompson
Assistant Director

- “Off-Site” Engineering Services
- Mapping & Right-of-Way
- “Off-Site” Inspections

Drainage Study Tips:

- Things to remember:
 - Determine whether drainage study is required
 - Complete all relevant forms
 - General information includes:
 - Site Location & Project Description
 - Clark County Regional Flood Control District master plan information
 - Federal Emergency Management Agency floodplain information
 - Hydrologic/Hydraulic information
 - Grading & Drainage Plans
- Things to avoid:
 - Not addressing impact to others
 - Not using correct maps
 - Submitting wrong or incomplete forms/tables/reports
 - Improper labeling on maps/figures

Drainage Contacts:

- Layne Weber, P. E. - 455-0479 (WLWEBER@co.clark.nv.us)
- Dave Betley, P.E. - 455-4808 (DBETLEY@co.clark.nv.us)
- Denise Lemoine, P. E. - 455- 6146 (DENISEL@co.clark.nv.us)

For Major Projects contact:

- Gabriel Herrera, P.E. - 455-2453 (GAH@co.clark.nv.us)

\$5M Grading—Agreement Under Drainage Study HTE

- Drainage study must be approved and must have RFC, CLOMR & LOMR approvals, if required
- Sign grading agreement
- Post \$5 million certificate of insurance
- Submit drainage study approval letter and redlines
- Submit grading and detail mylars

\$5M Grading—Agreement Under Drainage Study HTE

- **NOTE:**

- The agreement sets aside one of the requirements listed in Title 30 of the Clark County Code, Section 30.32.040(a)(4), for obtaining a grading permit. All other requirements of Title 30, the IRC Code, ICC Code, as well as existing permitting process for obtaining a grading permit remains the same.
- This process allows you to grade only. No building permits will be issued until off-site plans are approved and bond and fees are posted.

“Off-Site” Plan Tips:

Do

- Include the correct HTE# (application tracking number) on *everything* you submit
- Have your HTE# when making inquiries
- Stamp, sign, date and put expiration date on 1st sheet of blueprints
- Include technical (tech) study redlines with all submittals
- Comply with technical (tech) study approval letters
- Have all paper work for submittal
- Bring check for fees owed
- Address all redline comments
- Submit mylars only when requested
- Put the drainage study HTE#, sign and date the drainage study compliance certificate on the grading plan
- Include signature block on traffic sheets, grading plan, plan and profile

“Off-Site” Plan Tips:

Do

- Wet stamp and sign any legal description prepared by an surveyor or civil engineer
- Include areas from intersection to intersection in the legal description of the areas to be vacated
- Include both sides of the street in legal description of the area(s) to be vacated
- Contact all utility agencies for sign-off

Don't

- Submit inaccurate, incomplete, or incorrect legal descriptions
- Submit illegible documents

Off-Sites Contacts:

- Dave Betley, P.E. - 455-4808 (DBETLEY@co.clark.nv.us)
- Denise Lemoine, P. E. - 455-6146 (DENISEL@co.clark.nv.us)

For Major Projects contact:

- George Wallace - 455-6299 (GLWallace@co.clark.nv.us)

“Off-Site” Plan Tips: (continued)

Don't

- Submit right-of-way documents, pedestrian access agreements, curb return dedications, and the Land Disturbance Mitigation Fee form rolled up in plans.
- Include items on the bond which are not part of the off-sites

Civil Engineering Division:

Assistant Manager

Art Alvarez,
Assistant Manager of “Off-Site”
Construction

**“Off-Site”
Inspections**

“Off-Site” Inspection:

- Associated off-site improvements must be substantially completed to receive a Temporary Certificate of Occupancy and completed to receive a Certificate of Occupancy.

Contact:

- Art Alvarez, Assistant Manager of “Off-Site” Construction - 455-4619 (AMALIOA@co.clark.nv.us)

Civil Engineering Division:

**Deputy County
Surveyor**

Jeff Ohrn,
Manager of Mapping &
Development Review

**Mapping Team
Staff**

Mapping

Erik Denman,
Assistant Manager,
Mapping

Right-of-Way

Jeanne Wondra,
Assistant Manager
of Development
Review

Mapping Team Contacts:

- Jeff Ohrn, Manager of Mapping and Development Review - 455-6279 (OHRN@colclark.nv.us)
- Jeanne Wondra, Assistant Manager of Development Review, 455-4635 (JJW@co.clark.nv.us)
- Erik Denman, Assistant Manager, Mapping, 455-2103 (EDENMAN@co.clark.nv.us)

For Major Projects mapping requirements contact:

- Linda Parcels, Sr. Planner - 455-0303 (LINDA@co.clark.nv.us)
- Charles O'Neil, Principal Planner - 455-2382 (CRO@co.clark.nv.us)

Maps and Vacations & Abandonments

- Title 30.28
 - Once the Final Map/Parcel Map technical review has been accepted, further dedications and easements may not be recorded separately. All dedications and easements shall be included and finalized with the recording of the Final Map.
 - If you submit your Final/Parcel Map prior to recording the vacation & abandonment then your map will have to record prior to releasing your building permits.
 - Options - withdraw the Final Map/Parcel Map and process and record the vacation & abandonment and any right-of-way dedication documents. Re-file the Final Map/Parcel Map.

Helpful Mapping Hints:

Do

- Submit complete application packages
- Ensure that all conditions of approval have been satisfied on map
- Make an appointment for submittals
- Address all comments and submit all required documents on correction letters

Don't

- Submit incomplete or inaccurate application packages

Building Division:

Manager

Neil Burning,
Manager of Building Plans
Examination

Assistant Manager

Dave Ford,
Assistant Manager of
Plans Examination

**Building Plans
Exam**

Assistant Manager

Rick Wilburg,
Assistant Manager of
Plans Examination

Engineer

Kevin McOsker,
Principal Engr./Arch

Building Plans Exam Contacts:

- Neil Burning, Manager of Building Plans Examination - 455-8020
(NBurning@co.clark.nv.us)
- Dave Ford, Assistant Manager of Plans Examination - 455-8995
(DEF@co.clark.nv.us)
- Rick Wilburg, Assistant Manager of Plans Examination - 455-8028
(Wilburg@co.clark.nv.us)
- Kevin McOsker, Principal Engineer/Architect - 455-8019
(KTM@co.clark.nv.us)

Building Plans Examination

- Reviews your plans to verify compliance with adopted applicable codes and amendments.

Building Plans Tips:

Do

- Cloud and delta all changes to plans prior to re-submitting
- If revisions to one discipline affect other discipline's review (i.e. electrical, plumbing, architectural, zoning, structural), please make all the required corrections to all the affected disciplines prior to resubmitting
- Call for pre-submittal meeting on all large complex projects (i.e. high-rise, casino, major facility and hazardous occupancies)
- Provide Code Analysis to currently adopted codes
- Do visit our web-site for “how-to” Guides and inter-active applications

Building Plans Tips (cont.):

Do (cont.)

- Submit corrections with cover letter to plans examiner who's corrections you are responding to
- Address all comments on correction letter

Don't

- Submit incomplete plans
- Submit incomplete corrections
- Change scope of work after submittal

Administrative Division:

Manager

Cathy Littlefield,
Manager of Building Permits

Plan Submittal

Kim Shepherd,
Supervisor

**“On-Site”
Application
Review and
Permitting**

Plan Submittal

- Performs last check on completed approved plans
- Calculates fees
- Contacts applicant advising of fees due and any other agency approval that is needed at Permit Issue

Administrative Division:

Manager

Cathy Littlefield,
Manager of Building Permits

**“On-Site”
Application
Review and
Permitting**

Permit Issue

Emelyne Barnard,
Supervisor

Onsite Permitting Tips:

Do

- Be aware that Building Permit Fees are based on the turn key project construction costs, that include building, electrical, plumbing and mechanical as well as all onsite improvements such as grading, landscaping and paving
- Have a valid Nevada State Contractor's License
- Have a valid Clark County Business License
- Pay by a check from the Contractor
- Call down if the permits you want are 4 or more
- Have copies of your Sewer and Dust Permit

Onsite Permitting Tips: (cont.)

Don't

- Pay by Cash without a letter of authorization from the Contractor on his letterhead
- Pay by voucher

“On-Site” Application Review and Permitting Contacts:

- Cathy Littlefield, Manager of Building Permits - 455-8953
(LITTLEC@co.clark.nv.us)
- Kim Shepherd, Supervisor - 455-8974 (KDS@co.clark.nv.us)
- Emelyne Barnard, Supervisor - 455-8986
(KAS@co.clark.nv.us)
- Kathy Suarez, Supervisor - 455-8945 (KAS@co.clark.nv.us)

Building Division:

Manager

Gary Houk,
Manager of Bldg. Inspections

Manager

Vacant,
Manager of Bldg. Inspections

Engineer

Dave Durkee,
Principal Engineer

**Building
Inspections**

Manager

Ted Droessler,
Manager of Engineering

Engineer

Scott Telford,
Principal Engr./Arch.

Building Division:

Greg Franklin - Assistant Director

- Building Plans Examination
- Building Inspections

Building Inspections Contacts:

- Gary Houk, Manager of Bldg. Inspections - 455-8020
(GWH@co.clark.nv.us)
- Dave Durkee, Principal Engineer - 455-8028 (DLD@co.clark.nv.us)
- Ted Droessler, Manager of Engineering - 455-8019
(TLD@col.clark.nv.us)
- Scott Telford, Principal Engineer/Architect - 455- 8087
(TELFORDS@co.clark.nv.us)

Building Division:

An orange octagonal graphic with a thick black border, centered on the slide. It contains the text "QAA Program" and "3rd Party Inspections" in bold black font.

QAA Program
3rd Party Inspections

Special Inspection - Quality Assurance Agreement (QAA) Tips - (Owners):

Do

- Know the QAA firm you want to perform the special inspections & verify they are Clark County approved for the required inspections
- Verify that the QAA firm accepts the project prior to listing them
- Understand that changes to the QAA will take 1 to 7 working days to process
- Understand what the letter codes mean, i.e., C- Concrete, W-Wood
- Verify that the contractor and all subcontractors know what special inspection items are required

Special Inspection - Quality Assurance Agreement (QAA) Tips: (cont.)

Do (cont.)

- Understand that some destructive and non-destructive testing may be required if the special inspection of required items were not performed
- Allow 1 to 7 working days for Clark County personnel to review and process structural fixes, epoxy and wood clearances, partial final inspection reports, and final inspection reports
- Contact your engineer of record to resolve fixes and non-compliance reports as they occur
- Contact your QAA firm a couple of weeks prior to requesting a final inspection, so they can prepare the final inspection report

Special Inspection - Quality Assurance Agreement (QAA) Tips: (cont.)

Don't

- Do not assume a QAA firm will be able to perform the special inspection work for your project
- Do not expect to have your QAA changes or structural fixes to be reviewed and approved over the counter
- Avoid calling Clark County personnel frequently on the status of the project if the above items were not complied with, this will only slow down the system and take time away from processing the submittals

Administrative Division:

Manager

Cathy Littlefield,
Manager of Building Permits

**“On-Site”
Application
Review and
Permitting**

Inspection Scheduling

Kathy Suarez,
Supervisor

Inspection Scheduling Tips:

Do

- Call for an inspection every 180 days to keep the permit active
- Realize that every permit is stand alone and that every permit has its own expiration date
- Use our automated phone system or Internet Inspection Scheduling System to avoid long waiting times to speak to an operator

Don't

- Request an Administrative Extension of Time for a commercial project without requesting it in writing and having extreme extenuating circumstances for your request

Completion of your building

- Shell buildings receive a Certificate of Completion
 - you may not occupy a building with only a C of C
- All other buildings upon completion of all work will receive a Certificate of Occupancy
- Temporary Certificates of Occupancy may be applied for and will be reviewed by the supervising inspector of that area.
- TCO's are approved for a limited timeframe and if the building is not finalized within the time given an extension of time must be submitted to allow for continued occupancy of the building

Administrative Division:

Information Systems

Dan Owens,
Applications Supervisor

Records Office

Lisa Mohit,
Records Supervisor

**Information
Systems
and Records
Office**

Web Page

Deena Stanbrough,
Sr. Systems Tech.

Administrative Division:

Dean Friedli

Assistant Director

- “On-Site” Application Review and Permitting
- Zoning Plans Examination
- Information Systems and Records Office

Information Systems and Records Office Contacts:

- Dan Owens, Applications Supervisor - 455-5686
(DSO@co.clark.nv.us)
- Lisa Mohit, Records Supervisor - 455-2746
(MOHIT@co.clark.nv.us)
- Deena Stanbrough, Sr. Systems Tech - 4555687
(DFS@co.clark.nv.us)

Useful Information:

Tour of the Development Services
Webpage:

Development Services Website:

Clark County Development Services Home Page - Microsoft Internet Explorer

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Address http://www.co.clark.nv.us/development_services/index.htm Go Links

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Development Services

ON-LINE SERVICES **REFERENCE/HELP** **ABOUT US**

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BEFAC Notice of Public Meeting
DRI Program
For Public Review and Comments
IBC Proposed
Amendments/Questions
ICC Monthly News Letter
Journeyman-Electrician Exam
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Letters to Industry-[Plans Exam](#)
New Energy Code Compliance
MAJOR PROJECTS
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QAA Meeting Minutes
QAA Application Pkgs
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Contact List
QUEUE TIMES
Processing Time Report

"DEVELOPING" NEWS

INDUSTRY NOTICE - OFF-SITE IMPROVEMENT MYLARS

Effective April 3, 2006, the Civil Division of the Clark County Department of Development Services will be implementing some procedural changes that will eliminate the storage of Off-Site Improvement mylars once they are captured into the Departments Record imaging system.
For more information, including the procedure for submitting a revision to approved off-site improvement plans, click on the following notice.

Industry Notice - Off-Site Improvement Mylars

To roll thru news items faster:
Place mouse in window, click & hold left mouse button. Move mouse up or down.

Information For Filing A Waiver Of Standards Land Use Application

Last update: Thursday, February 16, 2006
Return to Development Services' Home

Questions or Comments?
Send Us an Email!

Waiver Of Standards Land Use Application

Local intranet

Start Novell GroupWise - Mailbox RSPADraftPres.ppt Offsite Final.ppt Clark County Develop... 7:42 AM

THE END